



ACCOUNTANT/AUDITOR I, PROFESSIONAL

CHARACTERISTICS OF WORK:

This is entry-level professional accounting and auditing work. Accounting functions which may be performed by an incumbent in this position include: the maintenance of various accounting ledgers reflecting a variety of funds; the maintenance of controls and balances on a variety of accounting activities; and the preparation of fiscal statements and reports from various sources. Auditing functions which may be performed by an incumbent in this position include: analyses of accounts, transactions, contracts, and testing of transactions for compliance with established laws, rules, and regulations. Further, the incumbent may conduct and/or participate in analyses of department accounting functions to determine the legality of fiscal activities and the effectiveness of accounting systems. In addition to thorough grounding in principles of accounting and standards of auditing, the incumbent should develop knowledge of state and federal laws in relation to financial administration and familiarity with various accounting systems in the agencies' accounting procedures that may provide more efficient operation and better internal control. Work is performed in accordance with established regulations, procedures, and administrative directives and under the direction of an administrative superior, accountant, or auditor of a higher classification. Supervision may be exercised over accounting clerks or other clerical personnel.

MINIMUM QUALIFICATIONS:

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university with a minimum of 24 hours of accounting as identified below:

18 hours in the following courses:

Principles of Accounting I and II
Auditing

Intermediate Accounting I and II
Advanced Accounting

The remaining six (6) hours may be selected from the following:

Governmental Accounting
Advanced Auditing
Managerial Accounting
Advanced Federal Income Tax

Federal Income Tax
Cost Accounting
Accounting Systems

Required Document:

Applicant must attach a valid copy of his/her transcript to verify course work.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Makes routine reports concerning results of examinations and related information.

Conducts cost studies, prepares tabulations, and reports conclusions and recommendations.

Maintains purchase orders, registers, and other fiscal records.

Independently maintains controls, performs balancing operations, or assists in similar operations in larger and more complex accounting activities.

Maintains and/or supervises the maintenance of general or subsidiary ledgers involving all the major portions of an agency's or department's fiscal activities, reflecting a variety of funds.

Supervises and/or participates in the preparation of budgets, payrolls, pre-auditing functions, and various other clerical and accounting activities.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.